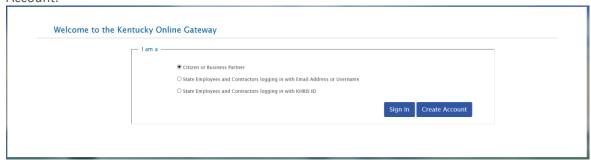




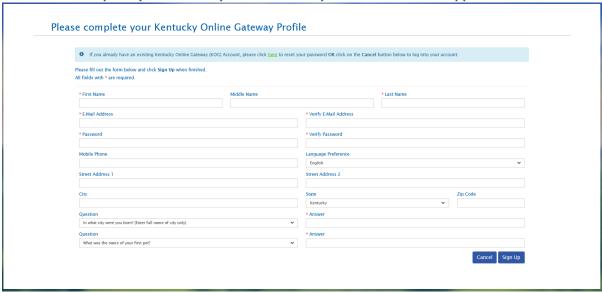
eServices Account Creation via the Invitation Request

This process should be used by individuals who receive an automated eServices invitation email.

- 1. Access your email from KOG_DoNotReply and click the "Click here" link in the body of the email.
- Select "Citizen or Business Partner" from the "I am a" screen. If you have already created a KOG account, click "Sign In". If you haven't created a KOG account, click "Create Account An Account."



The "Please complete your Kentucky Online Gateway Profile" screen will appear

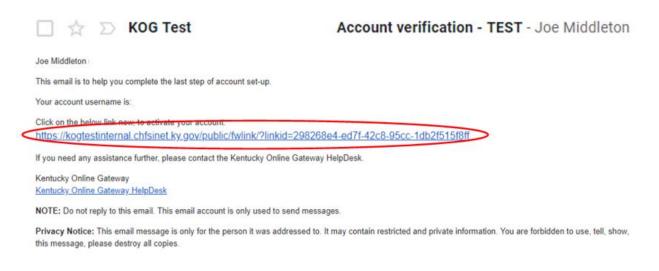


3. Complete the form by entering information in all required fields along with other fields you want to complete, then click "Sign Up."

The follow screen will appear noting your account has been requested and to check your email.



4. Check your email and click on the link in the body of the text.



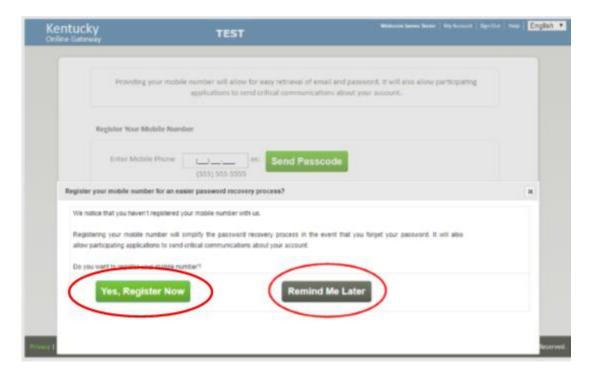
The following screen will display.



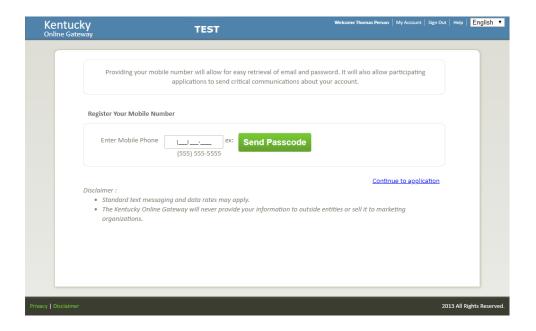
- 5. Click "Continue to Sign In" to complete the remaining steps.
- 6. Log into eServices using the email address and password entered in a previous step, then click "Sign In."



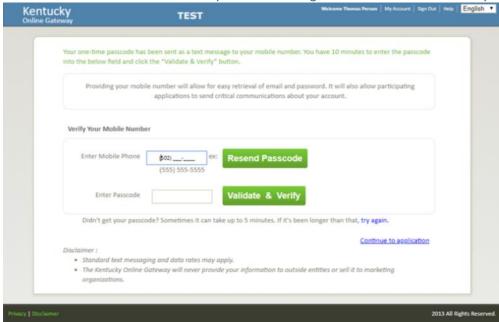
7. After successfully logging into eServices for the 1st time, a screen will display asking if you want to register your mobile number. Either click "Yes, Register Now" or "Remind Me Later." If you click "Remind Me Later," continue to step 12.



7.1 Enter your Mobile Number and click "Send Passcode."



7.2 Enter the verification number from your text message and click "Validate & Verify."



Upon successful registration of your phone number, the following screen will display.

Your mobile number has been successfully verified!	
Verified Mobile Number	
(502) 598-	Continue to application

8. You have successfully created your eServices account.

